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Objective

To work in an environment that provides me with the best opportunities to work hard for the development of the organization to take up challenging positions in the dynamic organization where my qualification, skills and abilities would be of value.

Professional Summary

- Overall, 10 years' experience in Staffing/Recruitment which includes 3 years in OPT recruiting for the Bench & Direct Recruitment.
- Proven recruiting experience in a corporate environment.
- Experience working with H1B, OPT, US citizens, GC candidates.
- Extensive Experience in Finding the OPT candidate for the positions and expert in hiring CPT/OPT/H1B/TN.
- Continuous interaction with the hiring managers on a regular basis.
- Responsible for detailed evaluation of candidates against specific IT requirements.
- Maintaining a healthy pipeline of CPT/OPT/H1B/TN Consultants.
- Good skills in finding the right candidates through PORTAL SITES.
- Check for correctness & performance.
- Able to work with demanding time schedules, has excellent attitude towards teamwork and possesses good interpersonal skills.
- Strong computational and analytical problem-solving skills, with motivation to learn new technologies, backed by a sound technical background.
- Extensive experience in SOCIAL NETWORKING.
- Providing eligible candidates with appropriate job offerings and placement.
- Proficient with Microsoft Office System (including Microsoft Word, Microsoft Excel, and Microsoft Outlook®).
- Highly skilled at sourcing using Networking, Headhunting and direct Market search strategies.

Technical Skills

- **Operating Systems:** MS Office, Windows 2000/ XP/Vista/Win 7

Professional Experience

Sr. Business Development Manager
RGBSI – Bangalore

August 2016 - July 2024

Roles and Responsibilities:

- Experience in End-to-end Client Acquisition on both Bench sales and Recruiting Process.
- Handling a team of about 4 Sales Executives, setting team performance & reviewing performance against key result areas on weekly basis
- Maintaining the Rate Sheet with Employees Billing and Pay rates as per the requirements
- Hardcore marketing of own bench consultants.
- Exclusively working on H1Bs, GC, USC, L2, H4-EADs, GC-EADs, H1B Transfers, OPTs.
- Have ability to meet aggressive deadlines and handle multiple high priority requirements on day-to-day basis.
- Implement staffing strategies to provide qualified and diversified services to clients & customers.

- Understand the requirements of key IT clients and manage all aspects of operations for achieving high customer satisfaction level.
- Posting consultant resumes on Job Portals and Applying for New jobs.
- Schedule & Coordinate interview calls for consultants with Client Vendors.
- Capable of working on various skills set at the same time.
- Identify, screen and match qualified candidates to specific job requirements.
- Coordinating with Sales Recruiting teams to meet targets.
- Discussing about the requirement with the Team and Consultants available on the bench.
- Floating the hot list of the consultants on bench in different job portals, groups, vendor lists etc.
- Contacting Client Vendors & Recruiters on regular basis. Calling the requirements posted in Dice.com, Corp-Corp, CareerBuilder.com, Monster, etc. interacting with the contact person of the company for the particular requirement discuss regarding open requirements.
- Maintained daily, weekly, monthly status list of all activities, i.e. Submission list of the Team, candidates interviewed, screened, and hired.

Sr. Business Development Executive
PM Corp – Nagpur

August 2013 - July 2016

Roles and Responsibilities:

- Hiring CPT, OPT, H4EAD, L2EAD, GC, USC Visas, for Training and Direct Marketing.
- Hiring OPT candidates (IT or Non-IT background) Follow up with the candidate and make sure to explain.
- The compensation benefits and other terms and conditions.
- Gathering feedback regarding the consultant submission.
- Sourcing candidates through Internet candidate referrals, posting ads in LinkedIn and other social.
- Networking sites.
- Excellent negotiation skills.
- Excellent knowledge of Job Portal searches on the LinkedIn and Social networking sites.
- Effective Maintaining database & follow-up with OPT's.
- Maintain daily& weekly status list so fall activities through MS Excel.
- Technology Specific Recruiting Skills Oracle Applications Developer, Java, SAP, SharePoint, .NET, UI,
- Converting the consultants who are looking for other training in to our training program. Arranging demos for interested consultants.

Education Profile

- **Post Graduate Diploma in International Business. (Pune)**
- **Bachelors in Commerce**

Hobbies

- Playing Video games
- Listening to Music
- Watching movies

Strengths

- Positive Attitude and Confidence
- Very dedicated and honest towards my work.
- Punctuality, Sincerity and Industrious to achieve targets in career.